



***Police/Fire Station Project
Webster, MA
Owner Progress Meeting Minutes
#63***

September 11, 2014

Prepared by:

***CDR Maguire
Andrew Pellegrini***

Issued:

September 15, 2014

Next Meeting: September 18, 2014 @ 10:00am (Fire Station)

Distribution:

Name	Company	Telephone	Email
<i>Brian Perry</i>	PSBC – Chair		bperry@web5.com
Randy Becker	PSBC – Sec.		rbecker@mapfreusa.com
<i>Chief Timothy Bent</i>	PSBC - Chief PD		timothy.bent@websterpolice.com
<i>Dpt. Chief Rodney Budrow</i>	PSBC – Member Dpt. Chief. PD		rodney.budrow@websterpolice.com
Mark Dowgiewicz	PSBC – Selectman		mdowgjam@aol.com
Gordon Forrester	PSBC – Ret Chief FD		gforrester508@gmail.com
<i>Dpt. Chief Chris Jolda</i>	PSBC – Dpt. Chief FD		websterres4cue@aol.com
<i>Chief Brian Hickey</i>	PSBC – Chief FD		bhickey@webster-ma.gov
<i>John McAuliffe</i>	Town Administrator		jmcauliffe@webster-ma.gov
<i>Pamela Regis</i>	Town Accountant		pregis@webster-ma.gov
Greg Robert	Town IT		grobert@webster-ma.gov
Greg Lynskey	Dispatch Director		lynkeyg@websterpolice.com
<i>Rick Lawrence</i>	The Lawrence Associates		rlawrence@draws.com
Loren Grabinsky	CES		lgrabinsky@cesct.com
Mark Ray			
Tony DiLuzio	CDR Maguire (CDRM)		Anthony.Diluzio@cdrmaguire.com
Kevin Witzell	CDRM		Kevin.Witzell@cdrmaguire.com
<i>Andrew Pellegrini</i>	CDRM		Andrew.pellegrini@cdrmaguire.com
Lon Annulli	Orlando Annulli & Sons		lon@annulli.com
<i>Tom Mazza</i>	OA		tom@annulli.com
<i>Bill Kuusela</i>	OA		williamkuusela@hotmail.com
Ted Tetreault	Building Inspector		
Scott Charpentier	Town Engineer		

Bold Italic names were in attendance.

Architect responsible for distribution to Sub-consultants

Date	Description	Responsible	Required By	Status
General Business				
091114.01	Mr. Perry called the meeting to order at 10:10 am . Attendance as indicated above.			Record
091114.02	The next meetings will be as follows, Thursday September 18 at 10am (Fire Station) Wednesday September 24 E911 Cut-over to 357 Main St.			Record
091114.03	Motion to approve the Meeting Minutes of 8/28/14. by: Chief Hickey Seconded by: Chief Bent Discussion: None Vote: All were in favor, hearing no further discussion, passed unanimously.			Record
091114.04	Motion to approve the Meeting Minutes of 9/4/14. by: Chief Bent Seconded by: Chief Hickey Discussion: None Vote: All were in favor, hearing no further discussion, passed unanimously.			Record
091114.05	The meeting adjourned at 11:24 pm . Discussion: None Vote: All were in favor, hearing no further discussion, passed unanimously.			Record
Finance				
091114.01	Motion to approve CO#22 in the amount of \$70,078 . by: Mr. McAuliffe Seconded by: Deputy Chief Jolda Discussion: None Vote: All were in favor, hearing no further discussion, passed unanimously.			
091114.02	Motion to approve OA pay application no.19 thru September 14, 2014 in the amount of \$288,856 . by: Deputy Chief Jolda Seconded by: Chief Bent Discussion: None Vote: All were in favor, hearing no further discussion, passed unanimously.			
091114.03	Motion to approve \$8,975 for OA to install added pipe railings at both ends of the Sidewalk in the front of the building. by: Mr. McAuliffe Seconded by: Chief Hickey Discussion: None Vote: All were in favor, hearing no further discussion, passed unanimously.			

	<p>Motion to amend the above motion to Not to Exceed \$8,975 for OA to install added pipe railings at both ends of the Sidewalk in the front of the building. OA to delete painting from scope and verify sub-contractor pricing.</p> <p>by: <i>Deputy Chief Jolda</i></p> <p>Seconded by: <i>Mr. McAuliffe</i></p> <p>Discussion: <i>None</i></p> <p>Vote: <i>All were in favor, hearing no further discussion, passed unanimously.</i></p>			
Schedule/Construction Update				
091114.01	<p>*Punch list and final landscaping are being completed.</p> <p>*E911 cutover set for 9-24-14.</p>			
Fire Department Design				
022014.01	<p>TLA reported DD package has been forwarded to CDRM for peer review.</p> <p>3/13/14 CDRM reported they are making progress with the peer review and will issue comments soon.</p> <p>5/15/14 Rick w/TLA reported that he has received the CDRM DD Review and will be working with the Project Team to make decisions going forward.</p> <p>5-29-14 Chief Hickey stated to the Board that Windows and Doors must be replaced. Next on the list would be getting Mechanical, Electrical, Plumbing to current code. The Police side roof is worse than the Fire Side. Rick to coordinate his consultants for a meeting next Thursday June 5, 2014, 11am at the Fire Station.</p> <p>7-24-14 TLA has got the FD estimate to around \$1.6M which is within the \$1.8M of hard construction costs left in the FD Reno Budget. TBD at meeting 7-31-14 2pm whether TLA continues with completion of the construction documents.</p> <p>7-31-14 It has been determined that \$2,158,502.77 is left to date for monies to be spent of the original \$12,000,000 project budget. The Police station will be completed soon and it is projected that \$2,000,000 cash on hand will be left for Fire Dept. Renovations. Owner IT to be included with the Electrical File-Sub bid. New sump pump and new roofing on the Police side of the building are in the current scope of work.</p> <p>Motion for TLA to proceed with the construction documents with the current estimate at \$1.65M and have bid documents prepared for bidding by October 1, 2014.</p> <p>by: <i>Mr. McAuliffe</i></p> <p>Seconded by: <i>Chief Hickey</i></p> <p>Discussion: <i>None</i></p> <p>Vote: <i>All were in favor, hearing no further discussion, passed unanimously.</i></p> <p>8-7-14 TLA is preparing Construction documents to be ready for bid October 1, 2014.</p> <p>8-21-14 Same as above.</p>			

	<p>8-28-14 TLA still tracking Construction Documents ready for bid on October 1, 2014. CES submitted a revised Design Narrative for Mechanical and Electrical Systems dated August 22, 2014.</p> <p>9-4-14 TLA to include rough-in electric for future AC units and rough-in plumbing, electric, and hvac for future Laundry equipment. Still tracking October 1, 2014 bid.</p> <p>9-11-14 Construction documents being prepared for October 1.</p>	TLA		Open
050114.01	<p>As previously noted in the budget review above, the FD construction cost estimate is approx. \$2.3 million or approx. \$500k over budget. The FD reported they have submitted grant applications for the re-roofing of the station (\$350k) along with an application for a new vehicle exhaust system. It is unknown at this time when the FD will be notified if they will be awarded the grants. TLA was asked to create a list of bid alternates that could be established to bring the cost down to within budget.</p> <p>7-31-14 The following alternates were discussed: Epoxy flooring in the apparatus bay, Tank removal, new exhaust system for the apparatus bay, and roofing of the Fire Dept. side of the Building. TLA to submit a list of alternates to the Town for review.</p> <p>8-7-14 TLA preparing Alternate list to be reviewed by the Building Committee.</p> <p>8-21-14 Same as above.</p> <p>8-28-14 Alternate No.6 \$7,110 New Lighting in Apparatus Bay is to be part of the base bid and not an alternate. Spec Section 00061 Sanitary Waste to be taken out, Existing Toilet to be provided by the FD for construction use. Spec Section 00077 Telephone to be taken out, Phone will be provided by the FD for construction use. Spec Section 01380 Photos to be taken out, the FD does not want Professional Photos. TLA to review Spec Section 00080 Temp Heat and 00081 Temp Power and confirm if these can be taken out of the Spec. TLA to get pricing for Alternate to Pave the parking lot.</p> <p>9-4-14 TLA to confirm new Lighting in the Apparatus Bay is in the Base Bid scope.</p> <p>9-11-14 Lighting in Apparatus Bay is in the base bid.</p>			Closed
Owner Items				
052914.02	<p>Tom w/ OA brought up watering concerns about the Plantings being installed after the Planting Season. Plants will require more watering if this is the case. The Town to work with OA going forward on how this will be handled.</p>	OA/ Town		Open
061914.01	<p>Mello has submitted a price to OA in the amount of 11-12K for new Jail Cell lights. Rick to contact Loren G. of CES to put him in direct contact w/ Steve from Mello to work on options, possible different lights with less than a 6-8 wk lead time, and possible LED options.</p> <p>6-26-14 TLA still has no response from CES. Andrew w/CDRM/ Dpty</p>			

	<p>Chief Budrow to work with local electrician Bateman for possible LED options. Rick to work with CES to get an answer.</p> <p>7-3-14 Still no resolution on the Jail Cell lights. Mello has informed OA that Phillips is not making LED lamps for T5 fixtures at this time. CES to suggest a solution ASAP.</p> <p>7-24-14 Motion for TLA to contact the lighting manufacturer and confirm if the new fixtures can be shipped within 3 weeks. If it is not possible, OA to install the original fixtures. by: <i>Gordon Forrester</i> Seconded by: <i>Chief Bent</i> Discussion: <i>None</i> Vote: <i>All were in favor, hearing no further discussion, passed unanimously.</i></p> <p>7-31-14 TLA/ CES still have no direction for OA on the Jail Cell lights. Original fixtures will be installed per the above motion at the last meeting.</p> <p>8-7-14 CES still exploring possible options of Quick Ship fixtures.</p> <p>8-21-14 Motion to reverse the motion made on 7-24-14 (above) and install Cooper fixtures that are scheduled to ship on 9-5-14. If anything changes on 9-5-14 or there is a shipping issue, the base contract fixtures that are onsite will be installed. by: <i>Mr. McAuliffe</i> Seconded by: <i>Chief Bent</i> Discussion: <i>None</i> Vote: <i>All were in favor, hearing no further discussion, passed unanimously.</i></p> <p>8-28-14 Waiting for lights to ship on 9-5-14.</p> <p>9-4-14 Lights to ship tomorrow from Georgia.</p> <p>9-11-14 Lights shipped on 9-10-14 and will hopefully be on-site Tuesday 9-16-14.</p>			
090414.01	<p>Town of Webster to take over the building insurance for 357 Main St. on 9-15-14.</p> <p>9-11-14 Andrew P. from CDRM has forwarded information regarding the building to the Town's Insurance company and they are in the process of finalizing with the Town.</p>	TLA/ CES		Open
		Town		Open